

DSS ADMINISTRATIVE LETTER ECONOMIC AND FAMILY SERVICES

EFS\_FNS\_AL-3-2018

**(Food and Nutrition Services)**

**TO:** County Directors of Social Services

**ATTENTION:** Food and Nutrition Services Managers and Supervisors

**DATE:** May 8, 2018

**SUBJECT:** New Certification Requirements for Non-Licensed Alcohol and Drug Treatment Center (ADTC)/Drug Addict or Alcoholic (DAA) Treatment Centers and Clarification of all licensed or non-licensed ADTC/DAA Treatment Centers and Local Agency Responsibilities

**EFFECTIVE DATE:** June 1, 2018

**I. GENERAL INFORMATION**

This letter provides new certification requirements for non-licensed ADTC/DAA's and clarification of ADTC/DAA treatment centers and local agency responsibilities. The Division of Mental Health, Developmental Disabilities, and Substance Abuse Services (DMH/DD/SAS) has implemented a new procedure for certifying non-licensed ADTC/DAA treatment centers that utilize clients Food and Nutrition Services (FNS) benefits in the operation of their programs. Non-licensed ADTC/DAA treatment centers will receive a letter explaining the new certification process and current deadlines. ADTC/DAA treatment centers will be required to comply with new certification process by May 31, 2018 or the current certification will expire.

**II. POLICY PROCEDURES**

- A. The following counties have non-licensed ADTC/DAA treatment centers that will be required to obtain new certification letters by June 1, 2018: Buncombe, Guilford, Johnston, and Mecklenburg.
- B. Responsibilities of the local agency at each application and recertification involving all licensed or non-licensed ADTC/DAA treatment centers include:
- Verifying that the treatment center is licensed through NC Division of Health Service Regulation (DHSR) Mental Health Licensure and Certification Section Licensure and Certification Section
    - o A listing of the licensed treatment centers, by county can be found on DHSR website at:  
<https://www2.ncdhhs.gov/dhsr/mhlcs/faclicinfo.html>

- Providing the ADTC/DAA treatment center with contact information to obtain certification if the ADTC/DAA treatment center is non-licensed and cannot provide the certification documentation
  - Explaining to the treatment center the responsibilities of ADTC/DAA treatment center when participating in the FNS program
  - Documenting in NC FAST that the responsibilities were explained to the ADTC/DAA treatment center
  - Ensuring every ADTC/DAA treatment center has the Designation of Authorized Representative form, DSS-1688 on file, including the name of the authorized representative and ADTC/DAA treatment center
  - Designating a point of contact for the ADTC/DAA treatment center to provide a list of the clients that are residing in the treatment center **(on the 5<sup>th</sup> and 20<sup>th</sup> of each month)**
  - Conducting a site visit with the center official/authorized representative at the ADTC/DAA treatment center **(on the 10<sup>th</sup> and 25<sup>th</sup> of each month)** to verify the list provided by the treatment center is accurate
    - o Take action on any discrepancies found by the site visit prior to the next benefit issuance date
- C. Responsibilities of all licensed or non-licensed ADTC/DAA treatment centers when participating in the FNS program include:
- Providing the local agency a list of clients that are currently residing and participating in the ADTC/DAA treatment center **(on the 5<sup>th</sup> and 20<sup>th</sup> of each month)**
  - Providing the list of clients to the local agency with a signature and date from a reliable center official indicating the validity of the list
  - Verifying that the list provided to the local agency is accurate during site visit **(on the 10<sup>th</sup> and 25<sup>th</sup> of each month)** by the center's official/authorized representative

### III. IMPLEMENTATION INSTRUCTIONS

This change is effective with all FNS applications and recertifications taken on or after June 1, 2018.

Submit any questions regarding this policy on the Policy Question Submission Form and email the form to [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov). This email address is only for Food and Nutrition Services questions.

Sincerely,



David Locklear, Deputy Director